



Tax Certificate Request

Instructions on back

MONTANA
CR-T
Rev. 10-03

Type of certificate requested				
<input type="checkbox"/> Title 15 Ind. dissolve with SOS necessary to reinstate	<input type="checkbox"/> Dissolution/Withdrawal To withdraw/dissolve with SOS	<input type="checkbox"/> Reinstatement Suspended with DOR Necessary to reinstate	<input type="checkbox"/> TCC Verifies that final return was filed	<input type="checkbox"/> Good Standing To show taxes are current

Entity name _____

"C" Corporation _____ "S" Corporation _____ LLC taxed as PS _____ LLC taxed as Corp _____

Federal ID Number _____ If entity has employees in Montana, State ID Number _____

Date entity was formed _____ State in which entity was formed _____

If entity is a corporation, please complete as necessary.

Filing combined? yes ___ no ___ Parent name if applicable _____

Parent FEIN _____

Nonprofit? yes ___ no ___ Corporation must qualify for tax exempt status prior to receiving certificate. (See instructions)

Entity is: Withdrawing _____ Dissolving _____ Merging _____ Reinstating _____

If merger - name of surviving entity and FEIN: _____

Our organization will need an assumption of liability faxed to: _____

Address for certificate to be sent:

Name: _____

Address: _____

Phone: _____

_____ Request that the certificate be sent directly to the Secretary of State.

Please note: In order for the certificate to be sent directly to the Secretary of State, all necessary paperwork must first be filed with their office;

Date of request: _____

Signature of officer: _____

Print name and title: _____

Send or fax request to: Montana Department of Revenue

Montana Department of Revenue

Attn: Certificates

PO Box 5805

Helena, MT 59604-5805

Phone: (406) 444-6900

Fax: (406) 444-2900

For Office Use Only:

Tax Certificate Instructions

If the filing of tax returns is necessary before a certificate can be issued, please submit copies of these returns along with your certificate request form. This will expedite the process.

If your organization has registered as a non-profit organization with the Secretary of State but has not yet qualified for tax-exempt status with the Department of Revenue, the following information needs to be filed in order for your organization to establish tax-exempt status and to subsequently receive any certificate:

An affidavit stating the purpose of the organization, articles of incorporation, by-laws, financial statements, and a copy of the IRS letter granting federal tax-exempt status if available.

Certificates - Secretary of State

Title 15 Certificate (T-15) – To reinstate the corporation with the Secretary of State, all tax returns must be submitted and all taxes paid prior to issuing a certificate. In the event that there was no activity, the corporation can file an Affidavit of Corporate Inactivity.

Dissolution/Withdrawal Certificate (DWC) – For purposes for voluntary withdrawal or dissolution with the Secretary of State, Section 15-31-552, MCA provides for a DWC. This certificate verifies that the corporation has filed all applicable returns and has paid all taxes owing the state of Montana up to the date of request for dissolution or withdrawal. The corporation remains responsible for the filing of a final return upon its withdrawal or dissolution (see TCC below).

Certificate of Reinstatement – If the Department of Revenue, rather than the Secretary of State, suspended your organization, you will need to request a Certificate of Reinstatement as well as a Title-15 Certificate.

There are no fees charged for any certificate. Upon issuance, your organization will receive an original certificate along with a copy. Both of these certificates must be submitted to the Secretary of State, Business Services Bureau.

Secretary of State
Business Services Bureau
P.O. Box 202801
Helena, MT 59620-2801

Phone (406) 444-3665

Optional Certificates

Tax Clearance Certificate (TCC) – At the time of final withdrawal or dissolution, the Department of Revenue upon request, will furnish to a corporation a TCC verifying that the corporation has filed all applicable returns and that all taxes have been paid through and including the corporation's final year of existence in Montana. This certificate is not required to be filed with the Secretary of State.

Good Standing Certificate – Upon request by the taxpayer, a Good Standing Certificate is available from the Department which will serve as confirmation that the corporation has filed all tax returns and paid all taxes. This certificate is not filed with the Secretary of State. Instead, it is requested by the taxpayer for verification to outside parties, such as financial institutions, that the taxpayer has no outstanding tax obligation.